

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: July 20, 2005

Division: Growth Management

Bulk Item: Yes X No _____

Department: Planning

Staff Contact Person: K. Marlene Conaway

AGENDA ITEM WORDING:

Approval to advertise Request for Statement of Qualifications (RSQ) for professional services to prepare the US-1 Corridor Enhancement Plan for Mile Markers 16 to 29 and to review and rank the proposals and recommend a firm to the Board of County Commissioners.

ITEM BACKGROUND:

As part of the Liveable Communikeys Program and the implementation of the Florida Keys Scenic Highway Corridor Management Plan and Overseas Heritage Trail Master Plan it is necessary to analyze alternatives to public/private property improvements to enhance the visual quality of the viewshed along US 1, and identify bicycle and pedestrian improvements along the US-1 Corridor.

The Growth Management Division proposes to retain the services of a qualified landscape architecture/urban design and planning firm to prepare the Plan. The preparation of the Plan will include a public participation process involving the community and various special interest groups such as the Florida Keys Scenic Highway Advisory Group (FKSHAG), and the Department of Environmental Protection-Office of Greenways and Trails.

The Growth Management Division will solicit a Request for Qualification (RFQ) from qualified firms. A Consultant Selection Committee, consisting of representatives from the Growth Management Division will review written responses, possibly interview the top respondents(s) and recommend the top ranked firm to the Board of County Commissioners for approval.

PREVIOUS REVELANT BOCC ACTION:

None.

CONTRACT/AGREEMENT CHANGES:

N/A.

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: \$125,000

BUDGETED: Yes X No _____

COST TO COUNTY: \$0

SOURCE OF FUNDS: FDOT Grant AI-893

REVENUE PRODUCING: Yes ___ No X

AMOUNT PER MONTH ___ **Year** ___

APPROVED BY: County Atty _____ OMB/Purchasing _____ Risk Management _____

DIVISION DIRECTOR APPROVAL: _____


Timothy J. McGarry, AICP

DOCUMENTATION: Included X

Not Required _____

DISPOSITION: _____

AGENDA ITEM # _____

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN TO PROSPECTIVE BIDDERS that on **DATE TO BE DETERMINED** the Monroe County Purchasing Office will open sealed Statements of Qualifications, for the completion of:

SUGARLOAF KEY TO LITTLE TORCH KEY (MILE MARKER 16 TO 29)
US-1 CORRIDOR ENHANCEMENT PLAN FOR MONROE COUNTY
RFQ# _____

For specifications and submission requirements contact DemandStar by Onvia **1-800-711-1712** or through the website **www.demandstar.com** OR **www.monroecounty-fl.gov**. Additional questions should be directed to: Jose Papa, AICP, Bicycle-Pedestrian Planner, at 305/289-2514 or fax 305/289-2536.

Submittees must submit two (2) signed originals and six (6) copies of each RFQ Statement in a sealed envelope marked on the outside, "Sealed RFQ Statement for Stock Island/Key Haven US-1 Corridor Enhancement Plan" addressed and delivered either by person or by mail, preferably by special delivery, registered mail to:

Purchasing Office
1100 Simonton Street, Room 2-213
Key West, FL 33040

All RFQ Submissions must be received by the County Purchasing Office before DATE TO BE DETERMINED. Any bids received after this date and time will be automatically rejected. Faxed or emailed bids will also be automatically rejected.

All RFQ Statements must remain valid for a period of ninety (90) days. The Board will automatically reject the bid of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Sec. 287.133(3)(d), FS (1997).

All bids, including the recommendation of the County Administrator and the requesting Department Head, will be presented to the Board of County Commissioners of Monroe County, Florida, for final awarding or otherwise. The Board reserves the right to reject any and all bids, to waive informalities in any or all bids, and to readvertise for bids; and to separately accept or reject any item or items of bid and to award and/or negotiate a contract in the best interest of the County.

Dated at Key West this ____ day of ____, 2005.

Monroe County Purchasing Department

Publication dates

Citizen

Keynoter

Reporter

REQUEST FOR STATEMENT OF QUALIFICATIONS

SUGARLOAF KEY TO LITTLE TORCH KEY (MILE MARKER 16 TO 29) US-1 CORRIDOR ENHANCEMENT PLAN

INTRODUCTION

OBJECTIVE OF THE REQUEST FOR PROPOSAL

The Monroe County Department of Planning and Environmental Resources requests a written proposal to provide assistance in preparing a corridor enhancement plan for the US-1 Corridor from Sugarloaf Key to Little Torch Key (approximately Mile Marker 16 to 29).

The objectives of the study are: (1) to identify a community vision(s) for the corridor, (2) to identify and analyze existing design and conditions that restrict or limit corridor improvements, (3) to formulate a set of alternatives for corridor improvements, (4) build community consensus on a preferred set of improvement alternatives, and (5) develop an implementation plan for the proposed alternative(s).

PROJECT HISTORY AND DESCRIPTION

The Florida Keys encompass a 100-mile long string of islands stretching southwest from Key Largo to the historic city of Key West. The US-1 corridor from Mile Marker 16 to 29 is composed of four island communities: Sugarloaf Key, Cudjoe Key, Summerland Key, Ramrod Key and the Torch Keys (Little Torch, Middle Torch, and Big Torch). These communities are mainly composed of single-family homes with centers of commercial activities along the US-1 corridor.

These commercial centers are composed mainly of retail and office uses, as well as a range of other uses from tourism facilities (Sugarloaf Lodge, Dolphin Marina and Lodging) to commercial fishing activity (Ramrod Key). The residential communities from Sugarloaf Key to Little Torch Key are mainly found in pockets of single family home development within the islands.

The US-1 corridor through the study area is mainly a two-lane urban principal arterial road. There are a few instances of right turn lanes and merging lanes found throughout the corridor. As is the case with all of US-1 through the Florida Keys, the corridor serves as the only road to and from Key West, as well as the principal commercial corridor for the island communities. This situation provides the inevitable conflict that the road serves as the islands' main street while also serving as the main thoroughfare for travel to and from Key West. Defining the appropriate design and proper redevelopment program for the corridor to reduce this conflict is an inherent objective of the study.

In addition to the built environment, there are on-going or planned projects that will influence the creation of the corridor master plan. For example, the implementation of the Florida Keys Overseas Heritage Trail, a multi-purpose recreational path from Key Largo to Key West will be a key design element in any alternative design for the corridor. Other infrastructure projects such as stormwater improvements and a central sewer system could also play a role in the design alternatives for the corridor.

As part of the Livable CommuniKeys Program, the Monroe County Planning and Environmental Resources department will create the Livable CommuniKeys Plan for the communities within the

study area. This citizen driven Master Plan is intended to guide the development of the affected communities for the next 20 years. It is a combined effort of community input and good planning principles. The LCP process will spend considerable time implementing an outreach program to facilitate the community's development of a vision. The development of this vision will require a number of public workshops and a survey. The results of the survey and workshop provide a good understanding of the "will" of the community.

SCOPE OF WORK

PROJECT OBJECTIVES

At a minimum, the study should:

- a. identify distinguishing traits, adjacent land use characteristics and roadway conditions.
- b. identify current corridor features such as, but not limited to: lane width, traffic signals, driveway access, right-of-way width, bike-pedestrian amenities, existing natural features and other landscaping.
- c. Evaluate and compare a mix of improvement alternatives ranging from system and capacity improvements, bicycle-pedestrian facilities improvements, transit facilities improvements, landscaping, access management, land use and zoning changes, etc.
- d. Recommend a set of alternatives that is balanced and implementable.

WORK TASKS

TASK 1-Administration and Management of Work Plan

The Consultant will provide a plan for management coordination to control and ensure successful and timely completion of the study. The selected Consultant must prepare a detailed work plan including schedule and cost breakdown for each task described in the scope of services.

The Consultant and Monroe County Planning staff will communicate regularly to review schedule status and progress of the work, as well as anticipated problems and potential solutions.

Task 1 WORK PRODUCT: Project management plan, contract budget and schedule and quality control plan, monthly progress report, and payment and review milestones, presentation materials, and meeting minutes.

TASK 2-Initial Site Assessment and Design Inventory

The Consultant will organize and conduct a "kick-off" site assessment on-site with appropriate governmental representatives to identify area of focus, key area stakeholders, determine range of issues, collect data maps, and other information provided by the Monroe County Planning Department.

This task will also include an aerial survey of building setbacks, above ground utilities, mature tree locations, and other physical attributes of the corridor. Background data such as traffic volume, programmed improvements, etc. will be included in this section.

Task 2 WORK PRODUCT: Existing conditions and design inventory report.

TASK 3-Identification of Alternatives

The Consultant will conduct a charrette to solicit and gather ideas to identify community needs and possible solutions to addressing improvements in the corridor. The Consultant needs to initiate discussion of constraints and opportunities, and identification of feasible incentives for improvements by private property owners.

TASK 4-Final Preferred Set of Corridor Alternatives

The second half of the charrette will require the Consultant to present the findings from the Identification of Alternatives. The Consultant should have refined and devised a strategy for selecting an alternative(s) to be presented to the community. The Consultant should be prepared to address why certain recommendations or alternatives were not selected (cost, regulatory reasons, lack of community support, etc.).

TASK 5-Implementation

The Consultant will provide graphics, possible ordinance/guideline language, cost estimates and other necessary tools to assist the stakeholders in establishing a priority for the implementation of the proposed alternative.

TASK 3, 4, 5 WORK PRODUCT: The Consultant will provide a comprehensive report, which incorporates the findings from Task 2, 3, 4, & 5. All comments and opinions received during the course of the charrette will be included as an appendix in the final report. A draft of this report will be presented for staff review. Reports will be provided to staff in PDF format on a Compact Disk.

TASK 6-Review

The Consultant shall make a presentation to the Monroe County Planning Commission and the Board of County Commission (BOCC). The BOCC will have final approval authority over the plan.

TASK 6 WORK PRODUCT: After comments by the Planning Commission and the BOCC, the Consultant will provide three (3) color bound copies and a compact disk with the report in PDF format.

Consultant Selection and Evaluation Process

A Consultant Selection Committee, consisting of the Director of Planning and Environmental Resources, Director of Island Planning Team for Lower Keys, other appropriate staff and the Monroe County Bicycle-Pedestrian Planner will identify up to the top three ranked firms submitting Statement of Qualifications for consideration by the Board of County Commissioners. The three top ranked firms may be invited to make presentations to the Selection Committee. The Selection Committee will rank the firms based on the criteria stated below.

The Monroe County Board of County Commissioners will consider information provided by the Selection Committee and authorize negotiations for a contract with the top ranked firm. Monroe County reserves the right to reject any and all submittals, waive any irregularities, re-issue all or part of the RFQ, and not award any contract, all at its discretion and without penalty.

Proposal Requirements and Evaluation Criteria

Format.

The response format shall have the following sections:

1. Letter of transmittal, and
2. A section to address the following points, which shall be used in the Committee's evaluation of each submittal (**Total 100 points**):

Tab A. Administration and Management of Work Plan. Consultant will provide a work plan and organizational structure for effective coordination of project with the County Project Manager and the stakeholders. **(5 points)**

Tab B. Experience and Knowledge. The Project Team should have demonstrated capabilities and previous experience in the following areas. Special consideration will be given to work completed in the Florida Keys.

1. Site Assessment and Design Inventory. The ability to analyze existing conditions and identify key areas and areas of focus to ensure success of enhancement plan. **(20 points)**
2. Identification of Alternatives. The ability to provide a variety of creative solutions to address corridor improvements. **(20 points)**
3. Identification of Preferred Alternatives. The ability to analyze and provide criteria to identify the preferred improvement alternatives. **(20 points)**
4. Implementation Plan. Experience in providing successful and detailed implementation plan for corridor improvements. **(20 points)**

Tab C. Project approach. Team should show ability to provide a creative and efficient format for accomplishing the tasks outlined within the proposed scope of work. **(15 points)**

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

NON-COLLUSION AFFIDAVIT

I, _____ of the city
of _____ according to law on my oath, and under penalty
of perjury, depose and say that;

1) I am _____, the bidder making the
Proposal for the project described as follows:

PROFESSIONAL SERVICES TO MONROE COUNTY TO COMPLETE THE STOCK ISLAND/KEY HAVEN US-1 CORRIDOR ENHANCEMENT PLAN

2) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

STATE OF _____
(Signature of Bidder)

COUNTY OF _____
DATE

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, (name of individual
signing) affixed his/her signature in the space provided above on this

_____ day of _____, 20_____.

_____ My commission expires: _____
NOTARY PUBLIC

SWORN STATEMENT UNDER ORDINANCE NO. 10-1990
MONROE COUNTY, FLORIDA

ETHICS CLAUSE

_____ warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

_____ (signature)

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed
his/her

signature (name of individual signing) in the space provided above on this _____ day
of

_____, 20_____.

_____ My commission expires: _____

NOTARY PUBLIC

PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."